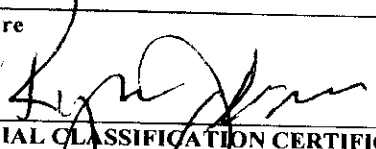
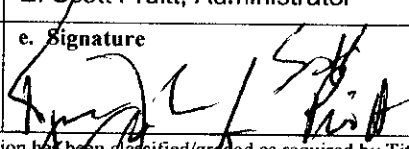
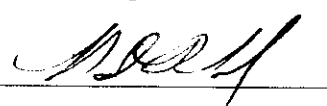


United States Environmental Protection Agency <b>POSITION DESCRIPTION COVERSHEET</b>		<b>1. DUTY LOCATION</b> Region 1		<b>2. POSITION NUMBER</b> EPES00002	
<b>3. CLASSIFICATION ACTION:</b> a. Reference of Series and Date of Standards Used to Classify this Position					
<b>Official Allocation</b>	<b>b. Title</b> Regional Administrator	<b>c. Pay Plan</b> ES	<b>d. Series</b> 0340	<b>e. Grade</b> 00	<b>f. CLC</b>
<b>4. Supervisor's Recommendation</b>	Regional Administrator - Region 1	ES	0340		
<b>5. ORGANIZATIONAL TITLE OF POSITION</b> (if any)		<b>6. NAME OF EMPLOYEE</b> Alexandra Dunn			
<b>7. ORGANIZATION</b> (Give complete organizational breakdown)		e.			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Region 1		g.			
c. Office of the Regional Administrator		h. Employing Office Location:			
d.		i. Organization Code Q 00000000			
<b>8. SUPERVISORY STATUS</b>					
<input checked="" type="checkbox"/> [2] <b>Supervisor or Manager.</b> Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] <b>Supervisor.</b> Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] <b>Management Official.</b> Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] <b>Lead</b> Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] <b>Team Leader.</b> Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input type="checkbox"/> [8] <b>All Other Positions.</b> Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
<b>9. SUPERVISORY CERTIFICATION</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
<b>a. Typed Name and Title of Immediate Supervisor</b> Ryan T. Jackson, Chief of Staff			<b>d. Typed Name and Title of Second-Level Supervisor</b> E. Scott Pruitt, Administrator		
<b>b. Signature</b> 		<b>c. Date</b> 9/15/17		<b>e. Signature</b> 	
				<b>f. Date</b> 9/25/17	
<b>10. OFFICIAL CLASSIFICATION CERTIFICATION:</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
<b>a. Promotion Potential</b> <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
<b>b. PSB Risk Designation</b> <input type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input checked="" type="checkbox"/> 3 High Security Clearance Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<b>c. Financial Disclosure Form</b> <input type="checkbox"/> OGE-450 Required <input checked="" type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required		<b>d. "Identical, Additional" (IA) Allocation</b> This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
		<b>e. FLSA Determination</b> <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Executive		<b>f. Functional Classification Code</b>	
<b>g. Bargaining Unit Code</b> 6888	<b>h. Check, if applicable:</b> <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (___ % of time) <input type="checkbox"/> This position is subject to random drug testing (___)		<b>i. Classifier's Signature</b> 		<b>j. Date</b> 10/03/17
<b>11. REMARKS</b>  Top Secret Clearance					

**REGIONAL ADMINISTRATOR**  
**ES-0340-00**

**SUPERVISORY CONTROLS**

Receives general administrative direction and broad policy guidance from the Administrator. Work is subject to review only for accomplishment of objectives.

**MAJOR DUTIES AND RESPONSIBILITIES**

1. Serves as Regional Administrator with direct responsibility to the Administrator for the planning, programming, policy implementation, control, and direction of the technical and administrative aspects of the regional activities of the EPA. Exercising a high level of technical expertise and executive and management ability, is responsible for the direction and management of the organizational entities engaged in accomplishing the functional responsibilities of the region, to efficiently achieve goals and objectives. Within the administrative and technical policy framework established by higher levels of authority, exercises responsibility for developing plans, establishing internal operating policies and procedures, and resolving operational problems. Is responsible for total resource management in the Region within guidelines provided by Headquarters. Within authority delegated by the Administrator, reviews and awards program and project grants and contracts to state, regional, and local environmental agencies. Incumbent is responsible for the continuing evaluation of regional programs and activities as to their effectiveness and progress in accomplishment of planned objectives. Resolves conflicts of proposals or interests among major program segments of regional activities through the development of integrated solutions embracing all aspects of environmental quality for the benefit of the total regional and agency effort. Selects, assigns, and provides direction and guidance to a large multi-disciplinary staff as necessary to achieve program objectives including standards setting and implementation, enforcement, surveillance, studies, investigations, surveys, disaster aid training, technical assistance, and other programs assigned to the Region. Coordinates activities as necessary with other regional administrators on inter-regional projects or programs. Exercises approval authority for State standards and implementation plans.
2. Representing the Administrator and the President's policy, energizes and motivates state and local environmental protection efforts through continuing liaison and negotiations with the highest levels of state and local government; including governors, state legislators, pollution control boards, inter-state commissions, and others. Provides dynamic leadership, interprets, explains and promotes policies and programs. Develops a unified approach to regional environmental problems by bringing together existing and emerging antipollution programs. Assures that Federal technical assistance, grants, and other aids are provided through the region in support of state and local efforts. Develops solutions to problems arising in the promotion and unification of activities and programs, to increase the overall effectiveness of the total program. Develops and maintains close working relationships with universities and other

educational institutions, the scientific community, industry and public and private groups in order to draw upon all available capabilities to alleviate environmental problems. Exercises leadership to establish the EPA organization as a focal point within the region for the encouragement and assistance for all efforts oriented toward protection of the environment. Determines need for and establishes necessary support activities such as laboratories, investigation groups and the like. Collaborates with directors of natural research laboratories in carrying out research efforts of the region.

3. Serving as a trusted confidant of the Administrator, develops and maintains a continuing awareness of the sensitivity to the political and public relations aspects of environmental developments within the region. Maintains contacts and two-way communications with leading political and other figures within the region in order to understand and evaluate the degree of their interest, concern, and participation in environmental protection programs and activities exhibited or expressed. Elicits their viewpoints on program policies and principles of the Agency and furthers cooperative responses. Keeps the Administrator and Headquarters advised of observations and conclusions, and recommends courses of action. Maintains a personal and confidential relationship with the Administrator in order to develop and maintain a continuing awareness of areas of his special concern, interest and emphasis.
4. Participates with the Administrator and his key staff in the overall planning and development of program activities to accomplish goals and objectives of the Agency. Provides special insight and advice, in relation to problems of special significance and public and political sensitivity within his/her region. Makes recommendations regarding changes in policies and procedures affecting field activities and in relation to major policies and programs of the Agency. Manages fiscal and other Agency resources allocated to the regions.
5. Serving as special emissary, represents the Administrator at the highest levels of other Federal agencies functioning within the region and, as appropriate, with high level authorities of foreign governments, and provides information concerning environmental protection programs of special interest and significance. Presents the Agency's point of view, stimulates interest, elicits support and works out courses of action to effect a cohesive and cooperative approach to inter-government and inter-agency antipollution efforts. Personally participates in, or provides for appropriate representation on agency and inter-agency/governmental committees of national agency programs as required. Carries out public awareness and information activities for the programs at the regional level. Attends meetings with various groups and makes presentations concerning the various aspects of Agency programs, plans and activities within the region.
6. Performs other duties as assigned.